



BY-LAWS
Of the
TWIN COUNTY E-911 REGIONAL COMMISSION

Article I

Statement of Existence and Purpose

1. The Twin County E-911 Regional Commission (hereinafter referred to as the “the Commission”) is created and established by authority of the governing bodies of Carroll County, the City of Galax and Grayson County pursuant to Section 58.1-3813.1 of the Code of Virginia, 1950, as amended, and subject to an ordinance duly adopted by the Board of Supervisors of Carroll County, Virginia, and by the City Council of Galax, Virginia, and the Board of Supervisors of Grayson County, Virginia.
2. The Commission shall exist for the purpose of developing, operating, maintaining and administering a regional emergency 911 system subject to the provisions contained within these by-laws to the benefit of the citizens of these jurisdictions.

ARTICLE II

Membership

Section One – Membership. The Commission shall be comprised of a membership appointed by the governing bodies of Carroll County, the City of Galax, and Grayson County as follows:

1. One Carroll County Supervisor;
2. One Carroll County Administrator or Designee;
3. One Galax City Council member; and
4. One Galax City Manager or Designee;
5. One Grayson County Supervisor;
6. One Grayson County Administrator or Designee,

The Governing bodies of the respective jurisdictions shall appoint their two members to the commission.

Section Two – Terms of Appointment. Terms shall be at the discretion of the local governing bodies.

Section Three – Officers.

1. Chairman. At the first regular meeting of each calendar year, the membership shall elect a Chairperson.

The Chairperson shall serve for a term of one year and may succeed himself subject to his or her election by the membership.

Near the end of each calendar year, the membership shall jointly prepare a report intended to inform the respective governing bodies of the activities and accomplishments of the year previous.

2. Vice-Chairperson. The Vice-Chairperson in the absence of the elected Chairperson shall perform all duties of the Chairperson as defined above, together with the full authority of that office.

3. Secretary/Treasurer. The Secretary/Treasurer shall perform the usual duties pertaining to such office. The Secretary/Treasurer shall keep or cause to be kept a full and true permanent record of all financial transactions of the Commission. The Secretary/Treasurer shall be the custodian of the minutes which shall be presented to the Commission at each meeting following for approval by the Chairperson and members.

Section Four -- Vacancies. The Carroll County Board of Supervisors, the Galax City Council and the Grayson County Board of Supervisors may remove either of their respective two members of the Commission for misconduct or neglect of duty. Removal shall be automatic if two meetings are missed without prior notification by the absent member to the Chairperson and just cause for such absence given.

Vacancies occasioned by removal, resignation or otherwise shall be reported to the Board of Supervisors of Carroll County and Grayson County and the City Council of Galax as may be appropriate and shall be filled in like manner as the original appointment except that the successor's term of office shall be consistent with the term of his predecessor and will expire accordingly.

ARTICLE III

Powers and Duties

The Commission by its membership shall, and does hereby, have the following responsibilities and duties:

1. To receive and disburse revenue as may be necessary in the administration of the Commission;
2. To hire and fire an E-911 Coordinator;
3. To create additional employment positions as may be necessary to represent an assisting staff to the E-911 Coordinator and to define the job descriptions, salaries and benefits of such Coordinator and staff members.
4. To enter into contracts to be executed by the 911 Coordinator under the authority of the membership of the Commission for the purpose of operating and maintaining the Regional E-911 System.

ARTICLE IV

Meetings

1. There shall be regularly held meetings with a minimum of four meetings per year.
2. Special called meetings may be called by the Chairperson at any time, or on the written request of at least two other members. The time, place and purpose of such called meeting is to be designated in the notice of such call.
3. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, the initiation of the new members, and conduct any other regular business.
4. All meetings are open to the public and shall be conducted in accordance with the procedures as prescribed in these by-laws and shall follow the parliamentary procedures as prescribed in Robert's Rules of Order for small organizations. A quorum of three members present with a minimum of one representative from each jurisdiction shall be required to conduct business at any and all meetings.

ARTICLE V

Amendments

These by-laws may be amended by the Commission at a meeting at which there is at least three members held after reasonable notice as prescribed herein. The Board of Supervisors of Carroll and Grayson County and the City Council of Galax shall have veto power over any amendments proposed by the Commission.

The City of Galax or the Counties of Carroll or Grayson may either withdraw their participation in this Commission. Such withdrawal shall be by ordinance and shall be in compliance with and subject to the Code of Virginia. Notice shall be 180 days prior to withdrawal.